



Reply to Attn of:

**OP-AM**

**JAN 24 2005**

**TO:** All KSC Cardholders and Approving Officials

**FROM:** OP/Procurement Officer

**SUBJECT:** KSC Policy for Purchase Card Reconciliation/Approval Delinquencies

The Agency P-Card software provides the functionality for an automated end-to-end purchase card process that involves the participation of Cardholders, Approving Officials, the Center Purchase Card Coordinator, and Accounts Payable. The payment to the Bank begins each month with the import of the Bank transactions and follows a regimented step-by-step process.

The accurate and timely completion of each step by all participants is crucial in order to meet the Center's payment to the Bank without the assessment of penalties or interest. Just one Cardholder or Approving Official becoming delinquent can hold-up payment to the Bank and jeopardize the Center's uninterrupted use of the Purchase Card Program. Therefore, the following KSC policy is hereby established to encourage compliance with due dates as well as to provide consequences for late reconciliation.

When transactions are available for reconciliation (typically, between the 24<sup>th</sup> and 26<sup>th</sup> of each month) the Center Purchase Card Coordinator alerts cardholders via e-mail and includes a due date by which the reconciliation must be accomplished. The P-Card system may show a date that differs from the date established by the Center Coordinator, but the complete Agency process includes several steps after the Cardholders and Approving Officials are finished. Therefore, it is imperative that the date established by the Center Coordinator for the Center must be adhered to. If a Cardholder or Approving Official will be unavailable for reconciliation, they must designate a temporary "alternate" in P-Card to complete the reconciliation process.

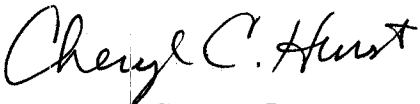
When the due date arrives, the Center Purchase Card Coordinator will begin calling or emailing Cardholders and Approving Officials who are delinquent. Cardholders and Approving Officials, who are delinquent in reconciling, will receive warnings through email from the Center Purchase Card Coordinator. A list of delinquent Cardholders/Approving Officials will also be provided to the Center Executive Staff, through the Center's Procurement Officer in an effort to encourage compliance.

Cardholders and Approving Officials that are late 2 or more times within a 12-month period will have their account suspended for up to 60 days.

The Procurement Officer will notify Cardholders and/or Approving Officials in writing when their accounts are being suspended. Cardholders with suspended accounts as a result of delinquencies will not be re-activated until the Cardholder completes remedial training. The remedial training shall be the web-based P-Card System training, instructor-led training or both as directed by the Center Purchase Card Coordinator. Cardholders and Approving Officials that are delinquent after their cards are reactivated, risk having their accounts permanently closed.

Cardholders that are suspended due to the delinquency of their Approving Official will be reinstated if the delinquent Approving Official is replaced with another trained Approving Official.

Questions in response to this policy should be sent to OP-AM/Tiffany N. Lackey, Bankcard Coordinator, or call (321) 867-2767.

  
for Dudley R. Cannon, Jr.